

# **Household Goods Manual Invoice Entry User Guide**

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## Creating a New Invoice

To create a new invoice:

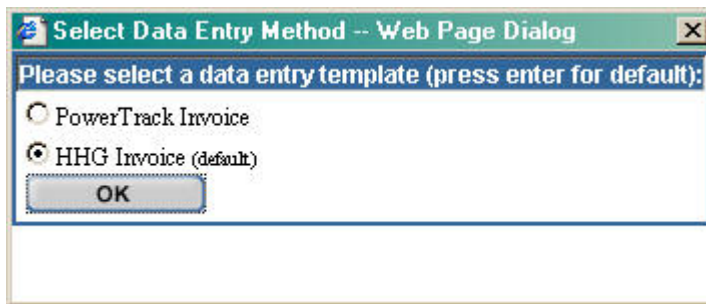
1. In the PowerTrack welcome screen, on the **Transactions** menu, click **Household Goods**.



2. In the Find Documents screen, on the **Daily Work** menu, point to **Financial Documents**, and then click **Create Invoice**.



3. In the **Select Data Entry Method** window that displays, **HHG Invoice** is selected by default. Click **OK**.



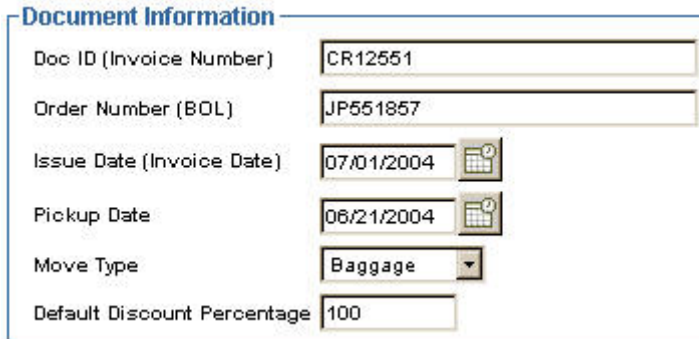
4. The New Invoice window displays.
5. Continue to the next topic: *Entering Document Header Information*.

## Entering Document Header Information

 **IMPORTANT NOTE:** Do not click **Save and Send**  until the entire invoice has been entered!

### Entering Document Information



The **Document Information** area of the New Invoice window is where you indicate identifying characteristics of the invoice, such as document numbers and move type.



The screenshot shows a form titled "Document Information" with the following fields and values:

Field	Value
Doc ID (Invoice Number)	CR12551
Order Number (BOL)	JP551857
Issue Date (Invoice Date)	07/01/2004
Pickup Date	06/21/2004
Move Type	Baggage
Default Discount Percentage	100

To enter document information:

1. In the **Doc ID** box, enter your invoice number.
2. In the **Order Number** box, enter the government bill of lading number.  
 This number can be found on the top right of the U.S. Government Bill of Lading form.  
 **Do not** enter hyphens. Omit any hyphens from the number.
3. The **Issue Date** box pre-populates to the current date. If necessary, change the date to the date your invoice was issued (M[M]/D[D]/YYYY).
4. In the **Pickup Date** box, enter the date you picked up the goods for transport (M[M]/D[D]/YYYY).
5. In the **Move Type** list, select the appropriate option: "Baggage," "Domestic," or "International."
6. The **Default Discount Percentage** box defaults to 100%. Changing this percent will cause all line items entered to automatically calculate price based on the default percentage. The percentage can be changed on a line-by-line basis, regardless of the Default entry. To change this default, enter the whole number without a percent sign.
7. Continue to the next task: *Entering Participants*.

## Entering Participants

The **Participants** area of the New Invoice window is where you indicate the buying and selling parties.

Participants	
Seller (Payee Code)	CMFA1220
Carrier (Seller) SCAC	CMFA
Buyer (Origin PPSO GBLOC)	HAFC
Destination Authority (Destination PPSO GBLOC)	MLNQ

To enter participant information:

1. In the **Seller** box, enter your SCAC plus:
  - If your company uses EDI, enter your 4 digit payee code assigned by DFAS; for example, **CCHA4625**. Note that your company may have multiple codes per SCAC, as each code is for a specific bank account. If you do not know your payee code, contact PowerTrack Customer Support at 1-866-561-6930.
  - If your company does not use EDI, enter "HHG"; for example, **CCHAHHG**.
2. In the **Carrier (Seller) SCAC** box, enter your SCAC. If your company has multiple SCACs, enter the one for which this invoice is under.
3. In the **Buyer** box, enter the origin PPSOs GLBOC.
4. In the **Destination Authority** box, enter the destination PPSOs GBLOC.
5. Continue to the next task: *Entering Ship From/To Addresses*

## Entering Ship From/To Addresses

The **Ship From/To Addresses** area of the New Invoice window is where you enter the origin and destination of the shipment, as indicated on the government BOL, which is necessary for rating.

**Ship From/To Addresses**

Ship From/To Name  
(Member Name [last, first]) Stokes, Richard

**Ship From Address**

Postal Code 78212

City San Antonio

Country UNITED STATES OF AMERICA

Rate Area (OCONUS Only)



**Ship To Address**

Postal Code 96860

City Honolulu

Country UNITED STATES OF AMERICA

Rate Area US89 (OCONUS Only)

-  The **ship from and ship to addresses** are located in **Block 19 and 18, respectively, of the Government Bill of Lading**, and may not be the actual pick up and delivery addresses.
-  If a location is CONUS (continental U.S. and Alaska), the postal code is used in the background to determine the county, which is used for rating. If a location is OCONUS (outside continental U.S., i.e., international, as well as U.S. territories), a rate area must be entered instead. **For shipments to and/or from Hawaii, both a postal code and rate area must be entered for the Hawaii address.**

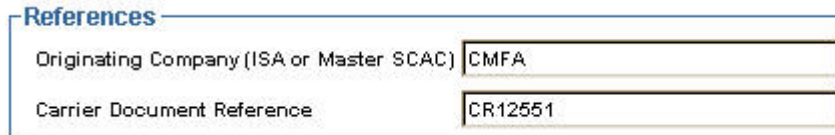
To enter ship from and ship to information:

1. In the **Ship From/To Name** box, enter the service member's name as "Last, First."
2. Locate the Ship From address in Block 19 of the Government Bill of Lading.
3. In the Ship From **Postal Code** box:
  - If the shipment is from a CONUS location (including Alaska), enter the **5-digit** Ship From postal code.
  - If the shipment is from Hawaii, enter the **5-digit** Ship From postal code.
  - If the shipment is from an OCONUS location (including the U.S. territories), **do not enter a Postal Code**.
4. In the Ship From **City** box, enter the Ship From city.
5. In the Ship From **Country** box, select the Ship From country if other than "UNITED STATES OF AMERICA."

6. In the Ship From **Rate Area** box:
  - If the shipment is from a CONUS location (including Alaska), leave this box empty.
  - If the shipment is from Hawaii, enter the Ship From rate area. This can be found in Box 19 of the U.S. Government Bill of Lading.
  - If the shipment is from an OCONUS location (including the U.S. territories), enter the Ship From rate area. This can be found in Box 19 of the U.S. Government Bill of Lading.
7. Locate the Ship To address in Block 18 of the Government Bill of Lading.
8. In the Ship To **Postal Code** box:
  - If the shipment is to a CONUS location (including Alaska), enter the **5-digit** Ship To postal code.
  - If the shipment is to Hawaii, enter the **5-digit** Ship To postal code.
  - If the shipment is to an OCONUS location (including the U.S. territories), **do not enter a Postal Code**.
9. In the Ship To **City** box, enter the Ship To city.
10. In the Ship To **Country** box, select the Ship To country if other than "UNITED STATES OF AMERICA."
11. In the Ship To **Rate Area** box:
  - If the shipment is to a CONUS location (including Alaska), leave this box empty.
  - If the shipment is to Hawaii, enter the Ship To rate area. This can be found in Box 18 of the U.S. Government Bill of Lading.
  - If the shipment is to an OCONUS location (including the U.S. territories), enter the Ship To rate area. This can be found in Box 18 of the U.S. Government Bill of Lading.
12. Continue to the next task: *Entering References*

## Entering References

The **References** area of the New Invoice window is where you provide additional information on the invoice.



References

Originating Company (ISA or Master SCAC)	CMFA
Carrier Document Reference	CR12551

To enter reference information:

1. In the **Originating Company** box:
  - If you use EDI (Electronic Data Interchange), enter your ISA #. This number is the identifier for the transmitting company sending the EDI file. There is only one ISA # per SCAC.
  - If you do not use EDI, enter your master SCAC. If your company only has one SCAC, this is the same as the SCAC entered in the Carrier SCAC box. If your company has multiple SCACs, this is the SCAC representing the highest level of your organization with access to all other organization SCACs. This may be different than the SCAC entered in the Carrier SCAC box.
2. The **Carrier Document Reference** box is automatically populated with the Doc ID you previously entered. If you need to reference this document by another number, you can change this entry.
3. Continue to the next task: *Entering the Delivery Notice*.

## Entering the Delivery Notice

The **Notices** area of the New Invoice window is where you indicate the delivery date and delivery status of the shipment.



Notices

Effective Date (Delivered Date)	06/30/2004
Status (Delivery Type)	Delivered

To enter notice information:

1. In the **Effective Date** box, enter the date the delivery was completed (M[M]/D[D]/YYYY), i.e. the date of service completion.
2. In the **Status** list, click the appropriate final status for the delivery: "Delivered," "Reconsigned," or "Storage in Transit."
3. If you need to enter a message, continue to the next task: *Entering a Message*. Otherwise, continue to the next topic: *Entering Service Charges*.



## Entering a Message

The **Message** area of the New Invoice window is where you can enter a message that relates to the invoice as a whole.

A screenshot of a software interface showing a text input field. The field is labeled "Message" in blue text at the top left. Inside the input field, the text "Delivered on time." is entered. The input field has a thin blue border and a small orange border around the text area.

To enter a message:

1. In the **Message** box, enter the message.
2. Continue to the next topic: *Entering Service Charges*.

 **IMPORTANT NOTE:** Do not click **Save and Send**  until the entire invoice has been entered!

## Entering Service Charges

An invoice must have at least one service charge.

An important tool to have on hand when entering service charges is SDDC's list of item codes.

This list indicates the acceptable unit of measure and location type, number of units of measure and location types that must be entered, approval requirements, and alternate weight quantity requirements for each possible service charge. This list can be found on the SDDC web site:

[www.sddc.army.mil](http://www.sddc.army.mil).

 **IMPORTANT NOTE:** Do not click **Save and Send**  until the entire invoice has been entered!

### Service Charge Examples

#### Service charge with two locations and alternate quantity

Service Charges		Current Line Value: 1012.32	Document Value: 1012.32
<b>Invoice Service Charge</b>			
Line Number	1		
Seller Charge Code	LHS - Linehaul Transportation		
Orig/Dest	None		
Quantity 1	6.84		
UOM 1	Billing Weight		
Quantity 2			
UOM 2			
Minimum Price			
Base Price	148		
Percentage	100		
Mileage			
<b>Location 1</b>			
Location Purpose	Pickup Address		
Postal Code	78212		
City	San Antonio		
Country	UNITED STATES OF AMERICA		
Rate Area	(OCONUS Only)		
<b>Location 2</b>			
Location Purpose	Delivery Address		
Postal Code	96860		
City	Honolulu		
Country	UNITED STATES OF AMERICA		
Rate Area	(OCONUS Only)		
<b>Alternate Quantity - Weight</b>			
UOM Type - Weight	Net weight		
Quantity	6.84		
<b>Alternate Quantity - Other</b>			
UOM Type - Other			
Quantity			
<b>Ocean Carrier References</b>			
Ocean Carrier SCAC			
Ocean Carrier BDL			
Message			

#### Service charge with two quantities, one location, and two alternate quantities

Service Charges		Current Line Value: 20.00	Document Value: 1032.32
<b>Invoice Service Charge</b>			
Line Number	2		
Seller Charge Code	534A - Long Carry At Mini-Storage Whts		
Orig/Dest	Origin		
Quantity 1	1		
UOM 1	Each		
Quantity 2	1		
UOM 2	Billing Weight		
Minimum Price			
Base Price	20		
Percentage	100		
Mileage			
<b>Location 1</b>			
Location Purpose	Service Location		
Postal Code	78213		
City	San Antonio		
Country	UNITED STATES OF AMERICA		
Rate Area	(OCONUS Only)		
<b>Location 2</b>			
Location Purpose			
Postal Code			
City			
Country	UNITED STATES OF AMERICA		
Rate Area	(OCONUS Only)		
<b>Alternate Quantity - Weight</b>			
UOM Type - Weight	Net weight		
Quantity	1		
<b>Alternate Quantity - Other</b>			
UOM Type - Other	Distance		
Quantity	150		
<b>Ocean Carrier References</b>			
Ocean Carrier SCAC			
Ocean Carrier BDL			
Message			

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### Service charge with two locations

Service Charges		Current Line Value: 398.12	Document Value: 1430.44
<b>Invoice Service Charge</b>			
Line Number	3	<b>Location 1</b>	
Seller Charge Code	405A - Fuel Surcharge-LHS	Location Purpose	Pickup Address
Orig/Dest	Origin	Postal Code	78212
Quantity 1	1	City	San Antonio
UOM 1	Flat Rate	Country	UNITED STATES OF AMERICA
Quantity 2		Rate Area	(OCONUS Only)
UOM 2		<b>Location 2</b>	
Minimum Price		Location Purpose	Terminal
Base Price	398.12	Postal Code	90045
Percentage	100	City	Los Angeles
Mileage	1354	Country	UNITED STATES OF AMERICA
		Rate Area	(OCONUS Only)
		<b>Alternate Quantity - Weight</b>	
		UOM Type - Weight	
		Quantity	
		<b>Alternate Quantity - Other</b>	
		UOM Type - Other	
		Quantity	
		<b>Ocean Carrier References</b>	
		Ocean Carrier SCAC	
		Ocean Carrier BOL	
		Message	










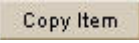
### Service charge with ocean carrier references

Service Charges		Current Line Value: 317.00	Document Value: 1747.44
<b>Invoice Service Charge</b>			
Line Number	4	<b>Location 1</b>	
Seller Charge Code	1610 - Code 3 Ocean Compensation Fact	Location Purpose	
Orig/Dest	None	Postal Code	
Quantity 1	6.34	City	
UOM 1	Billing Weight	Country	UNITED STATES OF AMERICA
Quantity 2		Rate Area	(OCONUS Only)
UOM 2		<b>Location 2</b>	
Minimum Price		Location Purpose	
Base Price	50	Postal Code	
Percentage	100	City	
Mileage		Country	UNITED STATES OF AMERICA
		Rate Area	(OCONUS Only)
		<b>Alternate Quantity - Weight</b>	
		UOM Type - Weight	
		Quantity	
		<b>Alternate Quantity - Other</b>	
		UOM Type - Other	
		Quantity	
		<b>Ocean Carrier References</b>	
		Ocean Carrier SCAC	OCND
		Ocean Carrier BOL	JP-558648
		Message	

### Service charge with message

Service Charges		Current Line Value: 17.47	Document Value: 1764.91
<b>Invoice Service Charge</b>			
Line Number	5	<b>Location 1</b>	
Seller Charge Code	535A - Volunteer TP (Dom)	Location Purpose	
Orig/Dest	None	Postal Code	
Quantity 1	1	City	
UOM 1	Each	Country	UNITED STATES OF AMERICA
Quantity 2		Rate Area	(OCONUS Only)
UOM 2		<b>Location 2</b>	
Minimum Price		Location Purpose	
Base Price	17.47	Postal Code	
Percentage	100	City	
Mileage		Country	UNITED STATES OF AMERICA
		Rate Area	(OCONUS Only)
		<b>Alternate Quantity - Weight</b>	
		UOM Type - Weight	
		Quantity	
		<b>Alternate Quantity - Other</b>	
		UOM Type - Other	
		Quantity	
		<b>Ocean Carrier References</b>	
		Ocean Carrier SCAC	
		Ocean Carrier BOL	
		Message	Equals 1% of invoice before this charge





## Quick Tips

-  After you begin entering line items, to access participant information, click the [Show Participant Data](#) link, or press **F2** on your keyboard.
-  To navigate through the service charges, use the **First** , **Previous** , **Next** , and **Last**  buttons, or in the box between the buttons, enter the number of the service charge you want to view.
-  To delete a service charge, click **Delete Item** . You can not delete a service charge if it is the only charge on the order.
-  To copy a service charge, display the charge and click **Copy Item** . A new service charge line is created that includes all data from the copied charge, and can be edited.

## Entering Service Charge Detail


The Invoice Service Charge area of the New Invoice window is where you select the service charge code and enter UOM, quantity and price information.

To add a service charge and service charge detail.


1. If the Service Charges section of the window is not already displayed, click **Enter Line Items** . The Participants section collapses and the Service Charges section displays.
  - To access participant information, click the [Show Participant Data](#) link, or press F2 on your keyboard.
2. In the Invoice Service Charge area, enter the **Line Number** box, verify the line number of the service charge on the invoice, and change it if necessary. This number is automatically populated in numerical order, but can be manually changed.
3. In the **Seller Charge Code** list, select the item code.
  -  On your keyboard, press the first letter or number of the item code you want to select to quickly move to that area of the list.
4. In the **Orig/Dest** list, select the location of the occurrence of the charge: "Origin," "Destination", or "None."
  - This information can be found in column 2 (LOC) on the item code list.
5. On your keyboard, press the TAB key to move to the next field. Based on your Seller Charge Code and Orig/Dest selections, the following occurs:
  - UOM 1 and, if required, UOM 2, are automatically populated with the UOM(s) required for the item code.
  - Location 1 and, if required, Location 2 areas are made available for data entry.
  - Alternate Quantity - Weight and - Other areas are made available for data entry.
6. In the **Quantity 1** box, enter the quantity of the UOM displayed in **UOM 1**.
  -  ***Any weight quantity must be entered in hundred weight.***
7. If a **UOM 2** was automatically populated, in the **Quantity 2** box, enter the quantity of the UOM displayed in **UOM 2**.
8. In the **Minimum Price** box, enter the minimum price that can be used for this line.
9. Enter the **Base Price**.
10. In the **Percentage** box, enter the whole number (no "%" sign) to be used in calculating the extended price (Base Price \* Percentage).
11. If additional information is required for the service charge, continue to the next applicable task; otherwise, click **New Item**  to add another service charge, or if you are finished, continue to the next topic: *Saving the Invoice*.

## Entering Locations (if required)

If Location 1, or both Location 1 and Location 2, are required for the service charge, the location areas of the Service Charge section become available for data entry.


-  If a location is CONUS (continental U.S. and Alaska), the postal code is used in the background to determine the county, which is used for rating. If a location is OCONUS (outside continental U.S., i.e., international, as well as U.S. territories), a rate area must be entered instead. **For locations in Hawaii, both a postal code and rate area must be entered for the Hawaii address.**


To enter Location 1 or Location 2, in the appropriate area:

1. In the **Location Purpose** list, note the displayed purpose. The purpose was auto-populated based on the selected Seller Charge Code and Orig/Dest.
2. In the **Postal Code** box:
  - If the location is CONUS (including Alaska), enter the location's **5-digit** postal code.
  - If the location is in Hawaii, enter the location's **5-digit** postal code.
  - If the location is OCONUS (including the U.S. territories), **do not enter a Postal Code**.
3. In the **City** box, enter the location's city.
4. In the **Country** box, select the location's country if other than "UNITED STATES OF AMERICA."
5. In the **Rate Area** box:
  - If the location is CONUS (including Alaska), leave this box empty.
  - If the location is in Hawaii, enter the location's rate area.
  - If the location is OCONUS (including the U.S. territories), enter the location's rate area.
6. If additional information is required for the service charge, continue to the next applicable task; otherwise, click **New Item**  to add another service charge, or if you are finished, continue to the next topic: *Saving the Invoice*.

## Entering Alternate Quantities (if required)

If alternate quantities - weight and/or other, such as distance - are required for the service charge, the alternate quantities areas of the Service Charge section become available for data entry.


 If **UOM 1** is "Billing Weight," the Alternate Quantity Weight **UOM Type - Weight** must be selected, and depending on the selection, the actual gross or net weight entered as the **Quantity**.

 Alternate Quantity requirements are found in the Notes column of the item code list.

To enter alternate weight or other quantities, in the appropriate area:

1. In the **UOM Type - Weight** or **UOM Type - Other** list, select the UOM.
2. In the **Quantity** box, enter the quantity that corresponds with the selected UOM Type.


 **Any weight quantity must be entered in hundred weight.**

3. If additional information is required for the service charge, continue to the next applicable task; otherwise, click **New Item**  to add another service charge, or if you are finished, continue to the next topic: *Saving the Invoice*.

## Entering Ocean Carrier References (if required)

The Ocean Carrier Reference area is always available for data entry, but is only required if indicated in the Notes column of the item code list.


To enter ocean carrier reference information:

1. In the **Ocean Carrier SCAC** box, enter the SCAC of the carrier on the ocean BOL.
2. In the **Ocean Carrier BOL** box, enter the BOL number of the ocean transportation.
3. If additional information is required for the service charge, continue to the next applicable task; otherwise, click **New Item**  to add another service charge, or if you are finished, continue to the next topic: *Saving the Invoice*.

## Entering a Message

The Message area of the Service Charge section is where you can enter a message that relates to the individual service charge.


To enter a message:

1. In the **Message** box, enter the message.
2. Click **New Item**  to add another service charge, or if you are finished, continue to the next topic: *Saving the Invoice*.

 **IMPORTANT NOTE:** Do not click **Save and Send**  until the entire invoice has been entered!

## Saving the Invoice

To save the invoice:

1. On the bottom of the New Invoice screen, click **Save and Send** .
2. If there are any data problems, such as an invalid SCAC or missing required information, a message displays indicating the problem, and the invoice is displayed.
3. When the invoice is successfully saved, the New Invoice window closes and you are returned to the Find Documents window.

<b>Document Information</b> Doc ID (Invoice Number) <input type="text" value="CR12551"/> Order Number (BOL) <input type="text" value="JP55187"/> Issue Date (Invoice Date) <input type="text" value="07/01/2004"/> Pickup Date <input type="text" value="06/21/2004"/> Move Type <input type="text" value="Baggage"/> Default Discount Percentage <input type="text" value="100"/>		<a href="#">Help (F1)</a> <a href="#">Hide Participant Data (F2)</a>
<b>Participants</b> Seller (Payee Code) <input type="text" value="CMFA1220"/> Carrier (Seller) SCAC <input type="text" value="CMFA"/> Buyer (Origin PPSO GBLOC) <input type="text" value="HAFC"/> Destination Authority (Destination PPSO GBLOC) <input type="text" value="MLNQ"/>		<b>References</b> Originating Company (ISA or Master SCAC) <input type="text" value="CMFA"/> Carrier Document Reference <input type="text" value="CR12551"/>
<b>Ship From/To Addresses</b> Ship From/To Name (Member Name [last, first]) <input type="text" value="Stokes, Richard"/> <b>Ship From Address</b> Postal Code <input type="text" value="78212"/> City <input type="text" value="San Antonio"/> Country <input type="text" value="UNITED STATES OF AMERICA"/> Rate Area <input type="text" value=""/> (OCONUS Only) <b>Ship To Address</b> Postal Code <input type="text" value="96860"/> City <input type="text" value="Honolulu"/> Country <input type="text" value="UNITED STATES OF AMERICA"/> Rate Area <input type="text" value="US89"/> (OCONUS Only)		<b>Notices</b> Effective Date (Delivered Date) <input type="text" value="06/30/2004"/> Status (Delivery Type) <input type="text" value="Delivered"/>
		<b>Message</b> <input type="text" value="Delivered on time."/>
<b>Service Charges</b> Current Line Value: 1012.32    Document Value: 1764.91		
<b>Invoice Service Charge</b> Line Number <input type="text" value="1"/> Seller Charge Code <input type="text" value="LHS - Linehaul Transportation"/> Orig/Dest <input type="text" value="None"/> Quantity 1 <input type="text" value="6.84"/> UOM 1 <input type="text" value="Billing Weight"/> Quantity 2 <input type="text" value=""/> UOM 2 <input type="text" value=""/> Minimum Price <input type="text" value=""/> Base Price <input type="text" value="148"/> Percentage <input type="text" value="100"/> Mileage <input type="text" value=""/>		<b>Location 1</b> Location Purpose <input type="text" value="Pickup Address"/> Postal Code <input type="text" value="78212"/> City <input type="text" value="San Antonio"/> Country <input type="text" value="UNITED STATES OF AMERICA"/> Rate Area <input type="text" value=""/> (OCONUS Only) <b>Location 2</b> Location Purpose <input type="text" value="Delivery Address"/> Postal Code <input type="text" value="96860"/> City <input type="text" value="Honolulu"/> Country <input type="text" value="UNITED STATES OF AMERICA"/> Rate Area <input type="text" value="US89"/> (OCONUS Only)
		<b>Alternate Quantity - Weight</b> UOM Type - Weight <input type="text" value="Netweight"/> Quantity <input type="text" value="6.84"/> <b>Alternate Quantity - Other</b> UOM Type - Other <input type="text" value=""/> Quantity <input type="text" value=""/> <b>Ocean Carrier References</b> Ocean Carrier <input type="text" value=""/> SCAC <input type="text" value=""/> Ocean Carrier BOL <input type="text" value=""/> Message <input type="text" value=""/>
New Item   Delete Item   Copy Item   First   Previous   1 of 5   Next   Last Save and Send   Cancel		